



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF TELECOMMUNICATIONS MANAGEMENT**

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

October 15, 2002

**TELECOMMUNICATIONS INFORMATION NOTICE NUMBER 02-05**

**SUBJECT: Web Billing**

Effective July 1, 2003, the Office of Telecommunications Management (OTM) will implement new procedures to allow agencies to access their OTM bill electronically on the Web. These procedures will be implemented to eliminate paper bills for the Allocation Summary and Allocation Detail bills currently mailed to OTM's users. Users will be allowed to access a copy of their OTM bill via the Internet. Individual customer bills/files may be downloaded as is, or exported into a spreadsheet by users. OTM will continue to mail the Summary of Charges/Invoice to users at no cost.

Paper bills will be sent to customers who request the service; however, there will be a charge of \$.50 per printed page for the bill. If you plan to continue to require a paper bill from OTM, you will need to consider this cost when preparing your budget for fiscal year 2003-2004. Please ensure that the appropriate budget personnel in your agency receive a copy of this telecommunications information notice.

**If you choose not to download and print your OTM bill from the Web site, you must notify OTM by May 30, 2003.**

If you have questions about Web Billing, contact Rose Trahan at 225-342-7718.